



CITY OF ATLANTA

Job Announcement

SAFETY & TRAINING OFFICER, SENIOR

STARTING SALARY: \$37,634

Salary Grade: 18

Applications Accepted From: August 1, 2005 until August 12, 2005

Minimum Job Requirements

Applicants for this position must have graduated from an accredited college or university with a bachelor's degree in Business/Public administration, Industrial Engineering, or related field required; two years of adult education, safety experience, or related field, and two years of experience as an instructor; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Licenses and Certificates

Applicants for this position must possess a valid Georgia driver's license. License must remain valid during tenure in this position.

Duties of the Job

This employee serves as the Worker's Compensation liaison for the department; conducts accident investigations; conducts job site inspections; serves as the departmental coordinator for Commercial Drivers' License, Employee Assistance, and Fitness for Duty examinations; coordinates the specific technical training program; ensures equipment is provided for training; researches and makes recommendations on submitted training proposals; assists with the marketing and advertising of the Hartsfield Customer Service Program; chairs the Air Safety Committee.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107 Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE LIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED OR HIGHLY QUALIFIED.

THE EXAMINATION FOR THIS JOB WILL CONSIST OF AN EVALUATION OF TRAINING AND EXPERIENCE.